

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

September 22, 2010

SUBJECT: PATROL AND DETECTIVE SERVICE RIBBONS - REVISED

PURPOSE: This Order clarifies the procedures established in Section 3/637.45, *Patrol and Detective Service Ribbons*, of the Department Manual. This section incorrectly referred to the Patrol and Detective Service Ribbons as an "award." In addition, the procedures for issuing the Patrol and Detective Service Ribbons have been revised.

PROCEDURE: Individual employees are responsible for requesting consideration for the Patrol and Detective Service Ribbons by completing an Employee's Report, Form 15.07.00. These Ribbons are not issued by the Department. A Department supervisor shall review each request and verify eligibility via a Training Evaluation and Management System II (TEAMS II) and/or personnel file review. The supervisor shall provide information regarding the employee's eligibility on the same Employee's Report and forward it to their commanding officer. A copy of the approved Employee's Report shall be placed in the employee's divisional employee folder.

The requirements of recording the Patrol and Detective Service Ribbons on a Commendation Report, Form 01.18.00, obtaining bureau level approval and entering the information into TEAMS II have been removed.

Note: Sworn employees who are recalled to active military duty or who are assigned to other duty-related leave (e.g., Injured on Duty status, etc.) shall continue to accrue credit towards patrol or investigative service time, so long as the employee was assigned to an eligible position at the time of the recall or absence.

The remainder of the sections remain unchanged.

AMENDMENTS: This Order amends Sections 3/637.20, 3/637.30, and 3/637.45 of the Department Manual.

MONITORING RESPONSIBILITY: All commanding officers shall have monitoring responsibility for this Order.

September 22, 2010

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'C. Beck'.

CHARLIE BECK
Chief of Police

DISTRIBUTION "D"